



City of Redmond Arts Commission ARTS EDUCATION GRANT APPLICATION PROCEDURES

Welcome to the City of Redmond Arts Commission's Arts Education Grant Program. Through this program the City of Redmond awards grants to individuals and organizations that provide arts education opportunities to Redmond citizens. **All programs and services must be held within the Redmond city limits.** The application is available on-line print it from the City of Redmond's web site at www.ci.redmond.wa.us or call 425-556-2316 to request by mail or e-mail.

APPLICATION DEADLINE AND REVIEW PROCESS

Hand delivered or mailed applications must be received at the Old Redmond Schoolhouse Community Center by 8 p.m. the 1st Friday in November for the following year and 4th Friday in April, if there is a second round for that calendar year. Postmarks dated after the deadline and fax transmissions will not be accepted.

The application must be complete. All required information and materials must be submitted by the deadline. This includes narratives, budgets and other financial information, signatures, documentation and anything else required in the application. A signed checklist is required. Incomplete applications will be disqualified.

Applications will be reviewed by the Arts Education Grant Committee. The Committee shall prepare a recommendation to the Redmond Arts Commission for final approval. A formal award letter and written contract agreement will be sent. This needs to be completed prior to the start of the program.

SELECTION CRITERIA

The City has established the following general criteria for the Arts Education Grants:

1. Grant projects shall provide arts education opportunities within the Redmond city limits for residents of all ages. Eligible projects include activities that have clearly stated educational goals. The project may be held in collaboration with a performance or an exhibit. However, education projects must be significant and distinct and not used as a way to leverage funds to support other activities.
2. Grant funds are intended as matching funds. Applicants will provide at least 40% of the total program cost in cash or in-kind resources. Grant award requests will not exceed \$1,500. Grants will be used to reimburse actual expenses incurred.

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3. The Redmond Arts Commission encourages projects that address the following needs:
 - a. Programs for disadvantaged, low income, or those who cannot access traditional arts education programs.
 - b. Projects that will continue on a self-supporting basis after initial funding.
 - c. Projects that do not duplicate existing programs and that are unique and innovative.
 - d. Projects that utilize the talents of local artists and arts professionals.
 - e. Programs that include a transportation access plan which meets the needs of participants without traditional forms of transportation.
4. Funding shall not be used for capital expenditures such as equipment or facility development.
5. **The date, time and location for performances or other arts events must be specified in the Arts Education Grant Application. A letter of intent, contract or other form of agreement from the proposed venue confirming the date, time and location should be included with the application.**

AWARD FUNDING PROCESS

Once a recommendation has been made you will receive written notification.

If your project is funded, a formal written contract will be sent, this needs to be completed prior to the start of the program. The contract will require:

1. A copy of your current City of Redmond Business License.
2. Signed W-9 IRS Identification Tax Payer number form
3. Use of the City of Redmond logo in any publicity or printed materials
4. Return the signed contracts

After the completion of the program you will be required to:

1. Submit the invoice for reimbursement.
2. Provide photo or other documentation of the project
3. Program Summary/Evaluation
4. Provide a ten-minute (10) oral presentation to the Arts Commission at a regular Thursday evening meeting upon completion of your project.

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Funding level

The maximum Arts Education grant request must not exceed \$1,500.

The Redmond Arts Commission reserves the right to provide only partial funding for approved arts education grant applications. If this is the case, reduced funding program impacts must be submitted in writing prior to the administration of the contract.

GUIDELINES/APPLICATION PROCESS

ELIGIBILITY

Arts Education projects/proposals providing services for Redmond residents within the city limits will be considered. Projects proposed by individuals, organizations or institutions within the Redmond city limits or Redmond service area (98052, 98053 zip code areas) and those serving a significant number of Redmond residents will have highest priority for support.

Sponsoring agency/individual must have previous experience in providing arts education experiences. Selection criteria must be met.

Project must:

- meet an arts education need of individuals within the Redmond city limits;
- serve a significant number of people in the Redmond area;
- use facilities within the Redmond city limits which are handicapped accessible.
- pay for the services and receive payment after the completion of the project.

RESPONSIBILITIES

Arts education projects that are funded in full should be carried out as originally proposed. Changes that alter the content of the event or changes due to partial funding must be submitted to the Commission in writing prior to the starting date of the project and must be approved by the Commission or its staff.

The major portion of a funded arts education project, including any culminating events such as performances and exhibits, must take place within the Redmond city limits. Each project must primarily serve Redmond residents. Grant programs receiving only partial funding must show how their program will primarily serve Redmond residents. The Commission reserves the right to evaluate how funds were used on a project-by-project basis.

Programs can be free or low fee. If there is a participant charge, justification must be provided.

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The sponsor must provide or arrange for appropriate program/meeting space. The meeting space and all programs must be open and accessible to the public. The City of Redmond Arts Commission shall be given credit in all related publicity.

Applicants shall provide at least 40% of the total program cost in cash or in-kind resources.

Applications showing less than a 40% match will not be considered.

Applicants must develop a timeline and schedule for project implementation and submit with application. Complete all paperwork required by the grant process. Incomplete applications will be disqualified.

Awardees must obtain a City of Redmond Business License (non profit groups must apply, fee is waived).

APPLICATION PROCESS

Review the selection criteria and guidelines before filling out the application form.

- A. Give complete, accurate and clear information.
- B. Type your application.
- C. Limit your answers to the space provided.
- D. Double check your budget calculations.
- E. Sign forms where indicated.
- F. Attachments: timeline, project schedule, venue confirmation document, and instructor/artist resume.
- G. Submit the original and four (4) copies with attachments by the deadline date listed to:

Hand delivery:

Arts Education Grant Applications
Redmond Arts Commission
Old Redmond Schoolhouse Community Center
16600 NE 80 St, Redmond

By mail :

Arts Education Grant Applications
Redmond Arts Commission MS: ORSPK
PO Box 97010
Redmond WA 98073-9710

Driving Directions: The Old Redmond Schoolhouse Community Center is located on the corner of NE 80 and 166 Ave NE, two blocks north of Redmond Way. (From the one-way couplets through down town Redmond: Turn right off Redmond Way onto 166 Ave NE. Turn left on 166 Ave NE off of Cleveland Street.)

Call the Arts Administrator at (425) 556-2316 if your need additional information.

City of Redmond
ARTS EDUCATION GRANT APPLICATION

1. APPLICANT (ORGANIZATION OR INDIVIDUAL)

Legal Name _____ Phone (____) _____
Mailing Address _____ City _____ Zip _____
E-mail Address _____
Managing Director _____ Title _____ Phone _____
Organization Contact _____ Title _____ Phone _____
Organization Incorporation Date _____ IRS/TAX I.D. # _____
City of Redmond Business License # _____

Organization, attach one copy of applicant non-profit tax exempt determination from the IRS 501 © 3

Project Director Name _____ Daytime Phone _____
Address _____ City _____ Zip _____
E-mail address _____

Describe Project Director's Administrative and Management Capabilities (Attach resume)

2. ORGANIZATIONAL/INDIVIDUAL ACCOMPLISHMENTS

(Ex. Indicate the type and number of arts programs, and describe the services provided. Indicate how many people were served. Attach an additional page if necessary.)

3. PROJECT PROPOSAL AND EDUCATIONAL GOALS

Describe the project in detail. What educational goals do you hope to achieve? On what items or areas will the grant monies be spent? Use a separate sheet if you need more space.

4. PROGRAM SCHEDULE

Program Date(s) _____

Program Times _____

5. FACILITY USE/ACCESSIBILITY

LIST NAME, ADDRESS AND SCHEDULE OF EACH FACILITY TO BE USED. (Note: Attach written confirmation by facility operator of scheduled use for all facilities.)

Facility (s) _____ Address _____ City _____

Scheduled date and time (s) _____

ARE ALL FACILITIES FULLY HANDICAPPED ACCESSIBLE? YES ____ NO ____

IF NO, HOW WILL HANDICAPPED PARTICIPANTS BE ACCOMMODATED?

6. PROGRAM INSTRUCTOR(S)

List and attach resume for each

Name(s) _____ Topic of Instruction _____

7. DESCRIBE REDMOND POPULATION TO BE SERVED

8. HOW WILL PARTICIPANTS BE SELECTED? (describe process for selection)

9. HOW WILL PARTICIPANTS ACCESS PROGRAM (forms of transportation)?

10. HOW WILL THE OVERALL PROGRAM BE PROMOTED?

11. HOW WILL THE SUCCESS OF THE PROGRAM BE EVALUATED?

12. HOW WILL THIS PROJECT CHANGE IF IT IS NOT APPROVED OR ONLY PARTIALLY FUNDED? PLEASE BE SPECIFIC.

13. OTHER COMMENTS (attach additional sheet if necessary)

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PROPOSED PROGRAM BUDGET

Total Funding Requested \$ _____ Matching Funds provided by Applicant (must meet or exceed 40% of total program budget): Cash \$ _____; In-kind \$ _____ Total Match \$ _____

Project Budget

Item/Description	Cash	In-kind	Check if Contribution confirmed
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EXPENSES

Administrative(describe)	\$ _____	\$ _____	_____
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Salaries	\$ _____	\$ _____	_____
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Rental	\$ _____	\$ _____	_____
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Marketing/Promotion	\$ _____	\$ _____	_____
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Supplies	\$ _____	\$ _____	_____
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Artistic Fees	\$ _____	\$ _____	_____
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Other Costs(describe)	\$ _____	\$ _____	_____
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TOTAL EXPENSE	\$ _____	\$ _____	_____
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INCOME

Earned Income such as admission fees (describe)	\$ _____		
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Private Support such as corporate, business or foundation (describe)	\$ _____	\$ _____	_____
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Grant Amount Requested

From City of Redmond	\$ _____		
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Other Governmental income(describe)	\$ _____	\$ _____	_____
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Applicant's Cash Income	\$ _____		
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TOTAL CASH INCOME	\$ _____		
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PROPOSED PROGRAM BUDGET

COMPLIANCE AGREEMENT

It is understood and agreed that any funds awarded as a result of this application are to be used for the purpose set forth herein.

Furthermore, it is understood that the organization receiving federal funds agrees to comply with the following:

- a. The Civil Rights Act of 1991, which prohibits discrimination on the basis of race, national origin or color;
- b. Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs or activities
- c. The Americans with Disabilities Act of 1990, which requires that all persons be given equal opportunity to participate in programs or services.

SIGNATURES

Managing Director/ Day phone: _____ Date: _____

Authorizing Official/ Day phone: _____ Date: _____

Organization Contact/ Day phone: _____ Date: _____

City of Redmond Arts Commission
ARTS EDUCATION GRANT CHECKLIST

Please use the checklist to ensure that you have included all pertinent materials with your application. A signed checklist is required.

_____ Application, original and four (4) copies

_____ Project timeline

_____ Project schedule (date, time and location for performances)

_____ Venue confirmation document (letter of intent, contract or other form of agreement from the proposed venue confirming the date, time and location.)

_____ Instructor/artist resume.

_____ Narratives

_____ Budget

_____ Sign the application

Support Documentation: One copy only.

_____ Other financial information

_____ One copy of applicant non-profit tax exempt determination from the IRS 501 © 3

_____ Support documentation

_____ Sign the application

Applicant Signature

Date

Office Use Only

Date received _____ All materials included _____ Materials Missing _____

Funding Recommendation yes _____ no _____ (notes attached)

Notification letter _____ contract packet _____ contract received _____

Final summary received _____ Invoice received _____ payment processed _____

Final report to RAC scheduled _____

